



**TOWN COUNCIL OFFICES**  
**1 PARK ROAD**  
**SHEPTON MALLETT**  
**BA4 5BS**

**01749 343984**  
**Email: [info@sheptonmallet-tc.gov.uk](mailto:info@sheptonmallet-tc.gov.uk)**  
**[www.sheptonmallet-tc.gov.uk](http://www.sheptonmallet-tc.gov.uk)**

Prior to the meeting, the Chairman presented the 2018 Allotment Awards. Mr Trott and Mr Cooper both attended to receive their awards in recognition of the high standards attained in allotment gardening.

The results of the 2018 Allotment Awards are as follows:

Allotment Site	Plot Number	Tenant Name	Award
Allyn Saxon Drive	003 & 004	Mr & Mrs Barber	Winner
Hitchen Lane	019	Mr T Cooper	Winner
	027	Ms F Fawcett	Runner Up
	045	Mr N Bailey	Highly Commended
	052	Mr P Trott	Best Newcomer
Whitstone Road	086	Mr S Payne	Winner
	065	Ms L Meadows	Runner Up
	068	Mrs Henry	Highly Commended
	057	Mrs M Davis	Best Newcomer

Public Session

**Neil Watkins** described his idea for a new annual community event to be held in the Market Place, starting on 4/08/19. The proposed event would celebrate all aspect of Shepton Mallet’s history and has been well received by interested groups. The first year would be a celebration of all things wool and will include demonstrations and workshops. Neil described the intention that the demonstrations will include the shearing of the sheep, spinning the wool and knitting an end product that will be sold off in a charity auction.

**Nick Tolson** reminded the meeting of the 24/07/18 Council resolution that the process for putting on Collett Festival would be subject to a de-brief and scrutiny. He further questioned whether the matter of licensing had been clarified.

**Minutes** of the **meeting of Shepton Mallet Town Council** that took place in the Council Chamber of Mendip District Council, Cannards Grave Road, Shepton Mallet on **Tuesday 18<sup>th</sup> September 2018** when the following business was transacted.

SIGNED: .....CHAIRMAN

DATE: .....

**Present:** Chairman Cllr C Inchley together with Cllrs J Hardy, E Hobbs, D Losey, M Lovell, R Manley, J Parham, R Scott, N Shearn, P Stevens in attendance with the Town Clerk Sam Winter.

There were 10 members of public present.

**40.1 To receive apologies for absence.**

**Apologies** Cllrs N Chambers, G Kennedy, J Marsh, H Reader, D Towner

**Absent** Cllr B Height

**40.2 To receive any declarations of interest in items on this agenda**

None.

**40.3 To receive and approve the minutes of:**

The Town Council meeting held 24<sup>th</sup> July 2018

The Extraordinary Town Council Meeting held on the Tuesday 14<sup>th</sup> August 2018

The Extraordinary Town Council Meeting held on the Tuesday 21<sup>st</sup> August 2018.

Cllr Lovell requested that the item 37.4 (g) on the minutes of 24<sup>th</sup> July 2018 is amended to reflect his report that stated Frau Cassel is coming to the UK, her accommodation has been arranged and she will be working with local schools.

**Resolved** that, subject to the stated amendment, the minutes of the Meetings are agreed and signed by the Chairman as a correct record.

**40.4 To receive the reports of the Town Clerk: (abridged for minutes)**

**1. Referendum principles**

The Government's technical consultation on the draft local government finance settlement stated that in 2018-19, the Government will defer the setting of referendum principles for town and parish councils for three years. However, this was conditional upon the sector taking all available steps to mitigate the need for council tax increases and the Government seeing clear evidence of restraint in the increases set by the sector. The Government intends to continue the deferral of setting referendum principles for town and parish councils, but will keep this area under active review.

**2. Potential for impact from higher tier councils.**

Whereas it is too soon to reach any conclusions, and not appropriate to speculate, Members might bear in mind for future planning that it is possible a number of the potential SCC services reductions, like winter gritting, could find their way down to town council level.

**3. Town Crier uniform**

SIGNED: .....CHAIRMAN

DATE: .....

Since 2013 Shepton Mallet has been privileged to have the voluntary services of the enthusiastic and dedicated Town Crier, Andy Neal. Andy has never been provided with a uniform by the Town Council and instead inherited an outfit and had to make do with costume shop props.

Five years since Andy's appointment, the outfit, that has never fitted properly, has become tired and untidy. The ancient role of Town Crier is an honourable one, dating back to medieval times, and is supposed to support and promote the works of the local town authority. There are a number of benefits to the Town Council in better engaging with and supporting the Town Crier role.

**4. New SMTC website & email domain**

The new Council website: [www.SheptonMallet-TC.gov.uk](http://www.SheptonMallet-TC.gov.uk), designed by small independent Shepton Mallet business, Digital Carrot, will go live imminently. Council email addresses will change to reflect the new domain name.

**5. Recruitment of Business Development Officer (RFO)**

The advert and job description of the new officer post have been approved, and advertising commenced on 11/09/18. A closing date has been set for Thursday 4<sup>th</sup> October. Interviews are expected to be held the week of 22/10/18.

**6. Confidential item – Internal audit**

**7. Confidential item – HR provision**

**8. Confidential item – GDPR, SMTC compliance**

*The report was received in full by the meeting.*

**40.5 Updates from councillors – for the purpose of report only**

CLlr Parham updated the meeting on the Somerset County Council savings proposals. He drew the meeting's attention to concerns that the Getset service is to be withdrawn, which will result in both a high number of redundancies and affect the families who rely on the service provision. The withdrawal of funding for the CAB will have significant impact, not just on those who rely on the service, but also on MDC which uses the CAB to undertake certain functions on its behalf. CLlr Parham detailed the method by which business rates are collected and redistributed by the government. The allocation of business rates means that district councils in fact benefit from receipt of a very small proportion of that collected.

**40.6 Chairman's Announcements.**

CLlr Chris Inchley reported that on the previous weekend, he had attended two events as the representative of SMTC: the Commemoration of the Battle of Britain in Wells, and the Civic Service for Burnham on Sea Town Council.

**40.7 Resolutions.**

- 1. To resolve to promote better use of Shepton Mallet's Town Crier and to agree to purchase a new uniform for the role from identified funds.**

The meeting heard from the Town Crier, Andy Neal, who explained his various voluntary roles within the town and detailed why he feels there is a need for better engagement between his role and the Council. Andy described the problems with his existing uniform.

**Resolved** that the Town Council will better engage with the Town Crier when promoting town events/initiatives and a purchase of a full, new outfit should be made from Michaels Civic Robes, using identified 'contingency' funds from the Policy & Resources budget.

- 2. To consider supporting the initiative by Flo Lipin and Sustainable Shepton to paint a mural on a wall at the bottom of Town Street.**

The meeting received a presentation from artist, Flo Lippin, on the proposed mural intended for a wall at the bottom of Town Street, visible from a main routes into the town.

It was noted that the MDC Conservation Officer has yet to determine whether the mural is appropriate for a conservation area, and at this point the Town Council is invited to first give its opinion.

**Resolved** that, although the Council supports the idea of a mural being painted at this location and recognised the artist's talent, it was not convinced that the images proposed were representative of Shepton Mallet.

*The Chairman directed that items 5 & 6 should be heard out of order of the agenda.*

- 5. To receive and agree a recommendation from the Policy & Resources Committee that a financial framework is employed to ensure the 2019/20 precept is not increased by more than an agreed maximum percentage.**

An amendment was **proposed & resolved** that a budget setting methodology should be fixed for 2019/20 and future years, unless the Council makes a positive resolution to change it, that the overall increase in precept is capped and each committee works to that cap or negotiates with another committee for additional funds by way of reduction in that other committee's percentage.

- 6. To receive and agree a recommendation from the Policy & Resources Committee to apply no more than a maximum increase of the rate of RPI to the 2019/20 precept (rate of RPI as at the month of the budget setting process).**

**Resolved** to apply no more than a maximum increase of the rate of RPI, as set in November, to the budget setting process for the 2019/20 precept.

**3. To receive the report of the Collett Festival working group, along with the accounts of Collett Festival 2018, and to resolve that in 2019 Shepton Mallet Town Council will hold Collett Day, the Sunday Children's Day and a ticketed concert.**

A full discussion was held by the meeting to explore the position on budget risk, requirement for security and licensing and the implications of a music event on such requirements. It was acknowledged that there is still a need for scrutiny of the organisation of the Festival, but that this must to be undertaken imminently to avoid risk of losing bookings. It was further noted that the existing Festival organisers are committed to the belief that they are following best practice and it should be expected that they will not continue to organise an event with reduced security measures. Clarification was given to state that, if the Council directly funds the event, control must remain with the Council and any working group set up to organise it must report to the Council in order for the event to be covered by the Council's insurance.

The report and accounts were received.

It was resolved not to agree the original proposal, as stated.

It was **proposed & resolved** to hold Collett Day in June 2019, but with full scrutiny of previous practices with a view to establishing a proper way forward for the organisation of the event in the future.

*Cllr Parham left the meeting.*

**4. To resolve what contributions SMTC will ask Mendip District Council to consider in respect of the S.106 agreement for the Cannards Grave development.**

**Resolved** that, ahead of the full planning process, the Town Council will issue MDC with a list of potential s.106 considerations the Town Council supports.

The list includes: to support the requests made by the leisure centre, progress of the Strawberry Line, a contribution towards the library running costs, provision of a community woodland and support for the Snowdrop Festival. Cllrs were requested to flesh-out the ideas to the SMTC office prior to the submission of the list.

**5. To resolve to exclude the press and public from items 40.7(8) and 40.7(10) due to the confidential nature of the items to be discussed relating to staff and commercial matters.**

The public left the meeting.

**6. To agree the future arrangements for the Council's HR services.**

**Resolved** to continue with the services of the current HR provider.

- 7. To note that the current appointed internal auditor will not attend to carry out an interim audit on Tuesday 23<sup>rd</sup> October 2018.**

Noted.

- 8. To consider future arrangements for ongoing internal audit.**

**Proposed & Resolved** that the Town Clerk is delegated to seek quotes from suitable audit firms familiar with local council regulations and, with a working group consisting of Cllrs, Losey, Hardy and Hobbs, to make a suitable appointment.

- 40.8 To receive the minutes and draft minutes of the following Committees and to note the decisions:**

- (a) Town Development & Planning – 31/07/18 & 21/08/18 (draft)
- (b) Collett Park Management – 07/08/18 (draft)
- (c) P&R – 21/08/18 & 04/09/18 (draft)
- (d) Open Spaces – 03/07/18 (draft)

Received.

- 40.9 Correspondence:**

- 1. Invitation to attend the Snowdrop Festival meeting 26/09/18, 5-8pm.
- 2. Details of Police Citizen's Academy from 09/10/18 in Bridgwater

- 40.10 Date & time of next meetings:**

Town Council – 20/11/18  
Policy and Resources Committee – 06/11/18  
Open Spaces Committee – 16/10/18  
Town Development & Planning – 02/10/18  
Collett Park Management – 09/10/18  
Cenotaph Charity & AGM – 15/01/19  
Market Cross Charity & AGM – TBC